

31 MARCH 2000



Personnel

14TH AIR FORCE RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 30th Space Wing WWW site at <http://vepdl.vandenberg.af.mil>. If you lack access, contact your Publishing Office.

OPR: 14 AF/CCA (MSgt P. Hackley)

Certified by: 14 AF/CCC (CMSgt C. Shorette)

Pages: 12

Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations Program*. It prescribes the 14th Air Force Airman, Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), and Company Grade Officer (CGO) of the Quarter Program, General Charles A. Horner "Tiger" Award and 12 Outstanding Airman of the Year Award (12 OAY). The purpose of the program is to foster a competitive spirit in unit operations, stimulate individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding Airmen, NCOs, SNCOs, and CGOs assigned to the those units attached to 14 AF. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U. S. C. Chapter 857, and E. O. 9397. *System of records notice* F900-AF-MP-A "Awards and Decorations" applies.

1. General Policy. The 14th AF Command Chief Master Sergeant will monitor the overall enlisted program.

1.1. All personnel assigned or attached to 14 AF are eligible except those who have been subject to nonjudicial punishment, an unfavorable information file, control roster action, weight management program (Phase One **only**), or similar actions anytime during the award period.

1.2. Entries in the AF Form 1206, **Nomination for Award**, will address events which occurred during the award period **only**.

2. Specific Procedures (QUARTERLY AWARDS PROGRAM).

2.1. Quarterly Awards Program. Competition periods are January to March; April to June; July to September; and October to December. Nomination packages are due to 14 AF/CCC NLT 1600 on the last Wednesday of the month (April, July, October, and January) following the award period. If Wednesday is a holiday, the packages will be due the next official duty day. Late packages will **not** be accepted.

2.1.1. Each assigned wing commander under 14 AF may submit one nominee for each category. 14 AF staff and 614 SOPG will compete to submit one nominee to compete against the four wing nominees.

2.1.2. The following are eligible for each category:

Table 1. Eligibility.

Airman	NCO	SNCO	CGO
AB through SrA	SSgt through TSgt	MSgt through CMSgt	2d Lt through Capt

2.1.3. Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a member was a SrA for two months and then promoted to staff sergeant, the member will compete in the Airman category. In addition, if a member was a TSgt for two months or more during the period covered, then promoted to MSgt, the member will compete in the NCO category.

2.2. Nomination Packages. The nomination packages will consist of an AF Form 1206, **Nomination for Award**, one page, front only, saved as a packaged form (*. fpk format) (See **Attachment 1**). E-mail the nomination package to 14 AF/CCC from the wing CC, CV, CCE, or CCC. After ensuring the nominee has no derogatory information, include the following statement in the E-mail with the AF Form 1206: "I have reviewed the PIF of each nominee and there is no derogatory information or UIF established."

2.2.1. 14 AF/CCC will forward the CGO nomination packages to AFSPACE/A1 for review and coordination.

2.3. Evaluation Process. 14 AF/CCC will establish procedures to conduct a package-only board.

2.4. Scoring Process. The board recorder will use **Attachment 2** for recording scores. Enlisted nominations will be scored on all five categories below; officer nominations will include and be scored on only the first four categories.

Table 2. Scoring Process.

Narrative Process

Leadership and Job Performance	0 - 30 points
Leadership Qualities	0 - 5 points
Significant Self-Improvements	0 - 5 points
Other Accomplishments	0 - 5 points
Articulate and Positive Representative of the Air Force	0 - 5 points

2.4.1. Each board member will evaluate and score each nomination as defined above. Board members may use half-point scoring.

2.5. Announcement of Quarterly Winners. 14 AF will notify the winner NLT the end of May, August, November and February.

3. General Charles A. Horner "Tiger" Award.

3.1. Purpose . This award is named in honor of General Charles A. Horner and recognizes the accomplishments of an officer and enlisted individual assigned to 14 AF who demonstrate the highest degree of professionalism, leadership, integrity, dedication, and courage in the performance of their duties and conduct of their lives.

3.2. Award Criteria:

3.2.1. Each individual must be an active duty, reserve, or Air National Guard members in the grades of major and below and SMSgt and below assigned to 14 AF.

3.2.2. Each division, direct reporting unit and wing within 14 AF may submit one nomination in the officer and one in the enlisted category for this award.

3.2.3. The period of service of the award is 1 October through 30 September.

3.2.4. Use AF Form 1206, **Nomination for Award**, for award justification. Limit the justification to two pages. Use sample at **Attachment 1**. Change award block to reflect General Charles A. Horner "Tiger" Award. Include the following areas with examples that occurred during the current fiscal year only.

3.2.4.1. Performance in Primary Duty: The nominee's job performance in primary duty, including the development of new techniques that must have contributed significantly to increased mission effectiveness.

3.2.4.2. Leadership Image: Nominee must inspire others by personal example, by character and conduct, and by eagerness to assist in the accomplishment of goals. The leadership abilities of the nominee must clearly demonstrate professionalism, integrity, and morality. The nominee must have contributed tangibly or intangibly to the military or civilian community's welfare, morale or status.

3.2.4.3. Significant Self-Improvement: The nominee must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities.

3.2.4.4. Other Accomplishments: Include heroic acts or acts of courage in this section. The nature and results of the member's other accomplishments must set him or her apart from others.

3.2.4.5. Articulate and Positive Representative of the Air Force: Nominee's demonstrated ability as an articulate and positive member of the Air Force.

3.2.5. A biography, limited to one, single-spaced, typewritten page is required. (See **Attachment 3**).

3.2.6. A base-level Report of Individual Personnel (RIP) (records review RIP) is required.

3.3. Award Presentation.

3.3.1. The General Charles A. Horner "Tiger" Award is presented by the 14 AF Commander.

3.3.2. Presentation is made during the 14 AF Annual Ball.

4. Twelve Outstanding Airman of the Year Award (12OAY).

- 4.1. The period of service for the award is 1 January to 31 December. Nominations should include specific acts and examples showing that the nominee is exceptional. Nominations must be based only on achievements that occurred during this period of time.
- 4.2. All nominees must be able to stand the test of "whole life/whole career" scrutiny, even though the observation period is only one year.
- 4.3. Nominees will be considered in the nomination category based on the grade they held for the majority of the nomination period.
- 4.4. Nominees for the First Sergeant category must have served in the position of First Sergeant for at least 6 months to be eligible for consideration.
- 4.5. The 14 AF's nominees to HQ AFSPC must have retainability so that, if selected as an AF 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 1999 12 OAY serve from September 1999 through September 2000. (Base-level nominees do not require this retainability. 14 AF nominees to HQ AFSPC will be notified if retainability is required.)
- 4.6. Do not submit individuals who were previously selected as one of the Air Force 12 Outstanding Airmen of the Year.
- 4.7. Each nomination package must include the following:
 - 4.7.1. A cover letter signed by the Wing/Squadron/Flight Commander or Staff Director.
 - 4.7.2. General information sheet (Nomination Format, See **Attachment 6**).
 - 4.7.3. AF Form 1206, **Nomination for Award (Attachment 1)**. Limit the write-up to two single-spaced typewritten pages (using the front and back of AF Form 1206). Print the AF Form 1206 "head-to-head." Do not sign the nomination form. In the Award block, list "12 Outstanding Airmen of the Year."
 - 4.7.4. Long biography (**Attachment 3**), limited to one single-spaced, typewritten page.
 - 4.7.5. Statement of intent (**Attachment 4**).
 - 4.7.6. Short biography (**Attachment 5**). Limit to one single-spaced, typewritten page.
 - 4.7.7. One base-level Report of Individual Personnel (RIP) (record review RIP).
 - 4.7.8. One 3 m 1206 as a packaged form (*.fpk format).
 - 4.7.9. Two official 2 X 2 inch passport and one 8 X 10 color photo of each nominee in service dress without headgear and with the U.S. flag as background. Ensure ribbons are worn correctly and all accouterments are properly aligned on the uniform. Photos will be head-and-shoulders view only. One 8 X 10 full-length color photo in short sleeve shirt/blouse, blue/pants/slacks/skirt, with tie/tab and ribbons. (14 AF staff and 614 SOPS will be notified if this is necessary.)
 - 4.7.10. Ten 4 X 6 color pictures/photos, horizontal only, to include five each of work place and five each of home or personal life. (14 AF staff and 614 SOPS will be notified if this is necessary.)

4.8. One nomination may be submitted in each category. Send an original and four copies (legible, high quality reproduced) of each nomination package. Do not staple or punch holes in the package. Fasten each of the copies with paper clips.

DALE A. ELLIOTT, Colonel, USAF
Vice Commander

Attachment 1

SAMPLE AF FORM 1206, ENLISTED NOMINATION FOR QUARTERLY AWARD

Table A1.1. Sample AF Form 1206

AWARD Enlisted Quarterly Awards Program		CATEGORY NCO	AWARD PERIOD 1 Jan - 31 Mar 00
RANK/NAME OF NOMINEE/ (<i>Last, First, Middle Initial</i>) TSgt Wright, John Q.			SSN 123-45-6789
DAFSC/DUTY TITLE 3S071/NCOIC, Customer Service			
MAJCOM AFSPC	UNIT/OFFICE SYMBOL/STREET ADDRESS 45 SW/CCA/1201 Edward H. White II St Ste S120		
BASE/STATE/ZIP CODE Patrick AFB FL 32937-XXXX		TELEPHONE (DSN & Commercial) DSN: 854-1110 Comm: (407) 494-1110	
RANK/NAME OF UNIT COMMANDER (<i>Last, First, Middle Initial</i>) Major/Baker, Michael K.			
SPECIFIC ACCOMPLISHMENTS (<i>Use single-spaced, bullet format</i>)			
Use bullet statements in the categories listed below.			
* <i>ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD.</i>			
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: - Member's leadership and job performance in primary duty, including the development of new techniques, <i>must contribute significantly to increased mission effectiveness during the covered period.</i>			
LEADERSHIP QUALITIES (SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITIES): - Member must contribute tangibly or intangibly to the military or civilian community's welfare, morale or status during the covered period.			
SIGNIFICANT SELF-IMPROVEMENT: - Member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on during the covered period.			
OTHER ACCOMPLISHMENTS: - The nature and results of the member's accomplishments must set him/her apart from others of equal or higher grade.			
ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE: (Enlisted only) - Demonstrated ability as an articulate and positive enlisted member of the Air Force during the covered period.			

Attachment 2**AWARDS PROGRAM SCORE SHEET****Table A2.1. Sample Score Sheet.**

NARRATIVE	PTS	NAME	NAME	NAME	NAME	NAME
Leadership and Job Performance in Primary Duty	0 – 30					
Leadership Qualities	0 – 5					
Significant Self-Improvement	0 – 5					
Other Accomplishments	0 – 5					
Articulate and Positive Representative of the Air Force	0 – 5					
Total Points on Narrative						

Attachment 3
SAMPLE BIOGRAPHY

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3S051, PERSONNEL JOURNEYMAN

Senior Airman John Q. Doe is a Personnel Journeyman assigned to the 21st Mission Support Squadron, Peterson Air Force Base, Colorado. He is 23 years old.

Airman Doe was born in Lexington, Kentucky, on 29 June 1971. He attended Central High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him the team's coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1989, Airman Doe was locally employed, and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlisted Program in 1990 and was called to active duty in 1991.

Upon completion of basic military training at Lackland Air Force Base, Texas, in 1991, Airman Doe began technical training as a Personnel Specialist at Keesler Air Force Base, Mississippi, where he was an honor graduate. He was then assigned to Peterson Air Force Base, Colorado, and began on-the-job training for his five skill level.

Airman Doe is married, and both he and his wife actively participate in the local church where he is a youth counselor and she is in the choir. He was selected as the Outstanding Airman of the Quarter, and subsequently as the Outstanding Airman of the Year, 1995, for the 21st Mission Support Squadron. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

NOTE: Use Times New Roman, 12 point font. LIMIT TO ONE PAGE ONLY. This sample biography was extracted from AFI 36-2805, Attachment 2.

Attachment 4

12 OAY SAMPLE STATEMENT OF INTENT

STATEMENT OF INTENT

TYPED NAME, GRADE, AND ORGANIZATION)

“I have not applied for a commissioning program and, if selected as a 12 Outstanding Airman of the Year, I will **not** apply for a commissioning program during my tenure as a 12 Outstanding Airmen of the Year. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.”

SIGNATURE

DATE

Attachment 5**12 OAY SAMPLE SHORT BIOGRAPHY**

(14TH AF Letterhead with Shield)

Senior NCO

Master Sergeant John A. Smith

HQ Air Force Space Command

Sergeant Smith is the Superintendent, Security Forces Programs Training and Standardization, 21st Space Wing, Peterson Air Force Base, Colorado. He enlisted in the Air Force in February 1970. Since completing basic training he has had assignments to Camp Bullis, Texas; K.I. Sawyer Air Force Base, Michigan; Incirlik Air Base, Turkey; Offutt Air Force Base, Nebraska; Pentagon, Washington D.C.; and Hickam Air Force Base, Hawaii; prior to his assignment to Peterson Air Force Base, Colorado. He was promoted to Senior Airman Below-the-Zone. He will complete his Community College of the Air Force degree in Criminal Justice in 1998. He and his wife Samantha have two children, Stephanie and Michael.

NCO

Staff Sergeant Michelle A. Doe

North American Aerospace

Defense Command

Sergeant Doe is the Noncommissioned Officer-in-Charge, Air Defense Exercise Operations, Cheyenne Mountain Operations Center, Cheyenne Mountain Air Station, Colorado. She enlisted in the Air Force in October 1982. Her assignments include Keesler Air Force Base, Mississippi; Minot Air Force Base, North Dakota; Lackland Air Force Base, Texas; Bergstrom Air Force Base, Texas; Osan Air Base, Korea; and Shaw Air Force Base, South Carolina; prior to her assignment to Cheyenne Mountain Air Station, Colorado. During her off-duty hours, she is active with the Battered Women's Shelter, and Remembrance Day fun-raiser. She and her husband Rick have two daughters, Elizabeth and Caroline.

Attachment 6**12 OAY SAMPLE GENERAL INFORMATION SHEET**

NAME OF AWARD:	TWELVE OUTSTANDING AIRMEN OF THE YEAR, 2000
FROM:	AIR FORCE SPACE COMMAND
INCLUSIVE DATES OF ACHIEVEMENT:	1 JAN - 31 DEC 00
NOMINEE:	JOE Q. DOE
GRADE:	AIRMAN FIRST CLASS
CATEGORY OF COMPETITION:	(AIRMAN, NCO, SNCO)
SSN:	123-45-6789
PRESENT ORGANIZATION AND STATION:	21st Mission Support Squadron 620 Mitchell St Ste 6 Peterson AFB CO 80914-1418
PROJECTED ASSIGNMENT AND REPORTING DATE:	NONE
PERMANENT HOME ADDRESS:	22 Salley Avenue Colorado Springs CO 80914

NOMINATED FOR: 12 Outstanding Airmen of the Year for his excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 21st

Mission Support Squadron. Member has not had an open unfavorable information file (UIF) during the award period.